DODGE COUNTY CHILD SUPPORT AGENCY

Justice Facility 210 West Center Street Juneau WI 53039

Filing a Motion to Revise or Change a Court Order

<u>You can use the attached pro se motion form</u> to seek a change in a Dodge County court order without hiring an attorney. You may wish to consult an attorney before deciding. The Child Support Agency attorneys represent only the State, and cannot represent you or the other parent. Please contact the Clerk of Courts at 920-386-3570 to see if filing fees are appropriate on your motion.

The Clerk of Courts must approve your motion. The Clerk of Courts will decide if you need to complete other forms that are not included in this packet. They will give you instructions about how to serve the other parent with your motion. You can contact the Clerk of Courts at 920-386-3570.

You can use the pro se motion to seek these and other changes in orders:

- legal custody or physical placement (including visitation)
- > child support

Phone: (414) 615-2589

- > payment of arrearages, expenses, or costs
- ➤ health insurance & health care expenses
- > collect health care expenses from the other parent (you can also ask the Court to require payment through WI SCTF, so the Child Support Agency can enforce)
- ➤ but not contempt! Use Form FA-4172V to seek a finding of contempt and contempt sanctions. Contact the Clerk of Courts for instructions.

In this packet, we've included these forms:

- ➤ Notice of Motion and Motion (FA-4170)
- ➤ Affidavit of Mailing (FA-4121 Pro Se)
- > 2 Income & Expense Statements (financial disclosure) (FA-4138 Pro Se) (1 for you to complete, serve 1 with the motion for the other parent to complete) (don't use the statement if the only issue is custody, placement, or unpaid medical expenses)

All forms are designed by the Wisconsin Court System. Their website is www.wicourts.gov At this website, to download these same forms or other forms, choose "forms," then "circuit court," then "family."

Prepare for the hearing: The Clerk of Courts will give you a hearing date. If child support is the issue, bring copies of your 12 most recent pay-stubs, your most recent complete federal & state tax forms, and your income and expense statement (financial disclosure), and if you have health insurance for a child, written verification from your employer of the that coverage, and of the alternative costs of covering only yourself, you and a spouse, and you and the child(ren).

Fax: (920) 386-3906